United Nations ST/IC/2015/18

Secretariat

2 September 2015

Information circular*

To: Members of the staff at Headquarters

From: The Under-Secretary-General for Safety and Security

Subject: **Arrangements for admission to Headquarters during the visit of Pope Francis, the United Nations summit for the adoption of the post-2015 development agenda, the Global Leaders' Meeting on Gender, Equality and Women's Empowerment, the commemoration of the International Day for the Total Elimination of Nuclear Weapons, the general debate of the seventieth session of the General Assembly and the treaty events**

I. Introduction

1. The general debate of the seventieth session will be held from Monday, 28 September, to Tuesday, 6 October 2015, and the United Nations summit for the adoption of the post-2015 development agenda will be held from Friday, 25 September, to Sunday, 27 September 2015.

2. In addition to the convening of the summit and the general debate, a plenary meeting to hear an address by Pope Francis will be held on the morning of Friday, 25 September, a high-level meeting on gender organized by the United Nations Entity for Gender Equality and the Empowerment of Women (UN-Women) will be held on Sunday, 27 September, and a meeting to commemorate the International Day for the Total Elimination of Nuclear Weapons will be held on Wednesday, 30 September.

3. The plenary meetings of the United Nations summit for the adoption of the post-2015 development agenda and the general debate, as well as the plenary meeting to hear the address by Pope Francis, will be held in the General Assembly Hall. The UN-Women high-level meeting will be held in Conference Room 4.

4. The treaty events will be held at the delegates entrance from 28 September to 1 October.

* Expiration date of the present information circular: 6 October 2015.

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II. Admission to the Headquarters premises

5. The United Nations will be closed to the public from 5.30 p.m. on Tuesday, 22 September, until close of business on Tuesday, 6 October 2015. During that period, guided tours will be suspended. While the premises are closed to the public, staff members are requested to schedule appointments with visitors and guests at locations away from the Headquarters site. The premises will reopen to the public on Wednesday, 7 October 2015, when guided tours will resume a regular schedule.

6. During the same period, individuals holding retiree passes, temporary (non-photo) passes, recreational club passes or courtesy passes (with the exception of Protocol courtesy passes and gold courtesy passes) will not be admitted to the Headquarters premises. This should be taken into account when scheduling all appointments and meetings during the period indicated.

7. Staff members, affiliates and accredited media representatives who are entitled to access the Headquarters premises will be admitted only upon the presentation of a valid United Nations grounds pass or laissez-passer.

8. In view of the need for heightened security measures, all are kindly reminded that the provisions of Secretary-General's bulletin ST/SGB/259 of 2 July 1993, on the wearing of grounds passes, that is, worn prominently on the outer clothing of the holder and subject to verification by security officers, will be strictly enforced.

9. In the interest of ensuring the safety of all concerned, it is important to maintain the integrity of the grounds passes because of the access that they allow to their bearers. All authorized pass holders are therefore reminded that their grounds passes are solely for the use of the bearer to whom it is issued and that it cannot be transferred or given to any other person to use. Grounds passes found to be used in any other manner than for which it was intended will be confiscated by security personnel.

10. It is the responsibility of staff members to ensure that their grounds passes are valid. Expired passes will be replaced by the Pass and Identification Unit of the Security and Safety Service, with its main office located on the ground floor of the FF Building (320 East 45th Street), upon the presentation of an application signed by an authorized signatory from the staff member's executive office or administrative unit.

11. Staff members who arrive without their grounds passes will be directed to the information and reception desk, which during the high-level period is temporarily relocated to the lobby of the UNITAR Building, to obtain a day pass upon the verification of the staff member's identity. The entrance of the UNITAR Building is located on 45th Street between First and Second Avenues, with opening hours from 9 a.m. to 5.30 p.m.

12. Please be aware that packages brought on to the premises at all entry points will undergo a security inspection. Staff members and other United Nations-accredited personnel are therefore discouraged from bringing unnecessary packages on to the premises during this period.

III. Admission of non-United Nations personnel

13. Visitors and guests are restricted from entering the Headquarters premises during the period of the general debate, but are welcome back on 7 October.

14. Outside messengers and family members will not be granted access to the Headquarters premises. This should be taken into account during the period indicated.

IV. Closure of First Avenue and pedestrian crossing points

15. Owing to heightened security measures throughout New York City and at Headquarters, it is anticipated that from Friday, 25 September, until Friday, 2 October, the area in front of the United Nations along First Avenue from 42nd Street to 48th Street will be closed to all vehicular traffic, with the exception of escorted motorcades. As conditions permit, this restriction may be eased by the host country law enforcement authorities.

16. Pedestrian traffic/crossing points at 42nd, 46th or 49th Street will be accessible upon the presentation of valid United Nations grounds passes, and will be briefly suspended at various times throughout the day owing to the arrival and departure of motorcades. Therefore, all are kindly requested to allow for extra time when walking to the Headquarters premises.

V. Access at the 42nd, 45th, 46th and 47th Street entrances

17. Staff members, including those holding only the United Nations laissez-passer, affiliates and resident correspondents with authorized access to the Headquarters premises and who have business in the Secretariat Building or who are utilizing areas outside the restricted zone, namely, the cafeteria establishments and the Library, should continue to use the 42nd Street staff entrance.

18. Interns required for essential work during the period of heightened security who are not part of the general debate should also use the 42nd Street staff entrance.

19. Senior United Nations officials bearing a gold-coloured grounds pass who will enter at the 46th Street entrance are requested to utilize the crossing point at 46th Street.

20. Staff members, affiliates and representatives of non-governmental organizations who possess a valid United Nations grounds pass, along with the relevant secondary special event pass issued by the sponsor of the event or the non-governmental organization liaison office, will be subject to screening before accessing the General Assembly Building and will be required to utilize the entrance at 46th Street.

21. If difficulties are encountered in gaining access through any of the crossing points staffed by the host country authorities and leading to the Headquarters premises, or any of the annex buildings that fall within the cordoned-off areas, assistance should be sought from the United Nations security personnel assigned to the crossing points. Further assistance can be obtained at the Information and

Reception Unit help desk, which will be temporarily relocated to the lobby of the UNITAR Building.

22. The 47th Street entrance will be utilized by media as well as resident correspondents with equipment.

23. The opening hours of the pedestrian entrances will be as follows:

42nd Street and First Avenue: 24 hours a day, 7 days a week

46th Street and First Avenue: 7 a.m. to close of business
(on 25 September, the entrance will open at 6 a.m.)

47th Street and First Avenue: 7 a.m. to close of business

24. The delegates entrance on 45th Street will be open only for egress of escorted motorcades.

VI. Access to restricted areas

25. During the high-level period, from 25 September to 6 October 2015, access to restricted areas is given only to those bearing United Nations grounds passes and the appropriate secondary access passes and/or special event passes.

26. The bilateral meeting areas are located in the General Assembly lobby and the third balcony of the General Assembly Building, and the second floor of the North Lawn Building. Those areas will be reserved for members of delegations and staff conducting official business and will require secondary passes for access. Access is given 15 minutes before any scheduled bilateral meeting.

27. To facilitate access to room GA-200, a secondary access pass is issued through the Protocol and Liaison Service to those individuals whose duties or functions require their presence there. Only those individuals who are properly identified and have a legitimate purpose for entering room GA-200 will be allowed access by security officers.

VII. Access for members of the media

28. Members of the media and resident correspondents with equipment must use the 47th Street entrance and present a valid United Nations grounds pass, or other proper documentation for accreditation, and are required to proceed through screening before access. Persons in need of additional accreditation will be required to proceed to the media accreditation area located adjacent to the screening point.

29. Access will be given to the media centre located in the North Lawn Building. Additional access to the General Assembly and Conference Buildings will require further screening.

30. Members of the media must be escorted by staff of the Media Accreditation and Liaison Unit at all times when accessing the General Assembly and Conference Buildings and the restricted meeting areas of the North Lawn Building.

VIII. Pass and identification offices: FF and UNITAR Buildings

31. In preparation for the seventieth session of the General Assembly, annual and temporary non-governmental organization passes will not be issued from 11 September 2015 until the end of the general debate. Any representatives of non-governmental organizations invited to attend events during the general debate will be issued event-specific passes distributed by the event organizers.

32. Members of the media will be assisted with accreditation following screening at the 47th Street and First Avenue entrance, in the accreditation centre adjacent to the screening.

33. The pass and identification offices, with the main office located on the ground floor of the FF Building (320 East 45th Street), and the satellite office located in the UNITAR Building (First Avenue at 45th Street), will be open to staff members and members of delegations. Given that the FF Building office has an expanded capacity, staff members and delegations are advised to utilize that location.

34. The days and hours of operation of the two pass and identification offices are as follows:

Date	*Hours of operation*
Main pass and identification office, FF Building at 320 East 45th Street	
Wednesday, 16 September	9 a.m. to 6 p.m.
Thursday, 17 September	9 a.m. to 6 p.m.
Friday, 18 September	9 a.m. to 6 p.m.
Saturday, 19 September	9 a.m. to 5 p.m.
Sunday, 20 September	9 a.m. to 5 p.m.
Monday, 21 September	9 a.m. to 6 p.m.
Tuesday, 22 September	9 a.m. to 6 p.m.
Wednesday, 23 September	9 a.m. to 6 p.m.
Main pass and identification office, FF Building at 320 East 45th Street, and satellite pass and identification office, UNITAR Building at the corner of First Avenue and East 45th Street	
Thursday, 24 September	9 a.m. to 7 p.m.
Friday, 25 September	8 a.m. to 6 p.m.
Saturday, 26 September	9 a.m. to 6 p.m.
Sunday, 27 September	9 a.m. to 6 p.m.
Monday, 28 September	7 a.m. to 6 p.m.
Tuesday, 29 September	8 a.m. to 6 p.m.

Date	*Hours of operation*
Main pass and identification office, FF Building at 320 East 45th Street	
Wednesday, 30 September	8 a.m. to 6 p.m.
Thursday, 1 October	8 a.m. to 6 p.m.
Friday, 2 October	8 a.m. to 6 p.m.
Saturday, 3 October	9 a.m. to 4.30 p.m.
Sunday, 4 October	Closed
Monday, 5 October	9 a.m. to 4.30 p.m.
Tuesday, 6 October	9 a.m. to 4.30 p.m.
Wednesday, 7 October	9 a.m. to 4.30 p.m.
Thursday, 8 October	9 a.m. to 4.30 p.m.
Friday, 9 October	9 a.m. to 4.30 p.m.

35. Beginning Wednesday, 30 September 2015, all pass and identification operations will return to the main pass and identification office in the FF Building. From Monday, 12 October 2015, hours of operation will be from 9 a.m. to 4 p.m.

IX. Closure of the United Nations garage

36. For security reasons, the garage will be closed for parking at 8 p.m. on Thursday, 24 September, and all vehicles must be removed at that time to provide access for security screening.

37. The garage will reopen for authorized vehicles at 4 a.m. on Friday, 25 September, utilizing the 48th Street entrance and the 42nd Street exit. The garage access will be open on a 24-hour basis for the duration of the high-level period.

38. Access to and exit from the garage through the 43rd Street entrance is restricted during the high-level period and will be accessible only to those described in paragraph 47 below.

39. The regular traffic pattern will resume on Wednesday, 7 October 2015.

X. Alternative parking while the garage is closed

40. To accommodate staff members who will not have access to the United Nations garage after 8 p.m. on Thursday, 24 September, parking has been allocated on both sides of First Avenue from 50th Street to 57th Street. Properly identified vehicles will be permitted to park at those locations from 8 p.m. on Thursday, 24 September, to 8 a.m. on Friday, 25 September 2015.

41. A special parking decal, which can be obtained from the United Nations Garage Administration, must be displayed on the dashboard of the vehicle and will

be honoured by host country authorities. Parking at bus stops and hydrants and double parking are not permitted.

XI. Garage parking at the United Nations

42. Staff members parking in the United Nations garage are advised that, owing to specific motorcade arrivals into the garage, the entrance to the garage will be closed for designated periods.

43. Parking for staff members will be limited to those who possess a regular parking permit. Permits must be readily visible to security officers at entry points and prominently displayed while the vehicles are parked within the Headquarters premises. Vehicles not displaying a valid permit may be towed off the premises for security and safety reasons. Passengers who are not in possession of a valid United Nations grounds pass will be required to leave the vehicle at the appropriate checkpoint before the vehicle enters the premises.

44. All vehicles entering the premises will be searched. Please limit vehicle contents in order to facilitate and expedite security clearance.

45. Portable personal carriers and bicycles are not permitted during the high-level period.

46. Owing to the traffic restrictions, staff members are highly encouraged to use public transportation from Friday, 25 September, to Saturday, 3 October.

XII. Access to and traffic in the Secretariat Circle and the 43rd Street gate

47. The very limited operating space of the Secretariat Circle and the delegates roadway areas requires strict controls on access in order to facilitate safety and to avoid undue obstructions and delays of delegation vehicles, other high-level government officials and motorcades.

48. Vehicular access to the premises through the gate at First Avenue and 43rd Street will therefore be restricted to:

(a) Mission vehicles conveying permanent representatives, deputy permanent representatives or heads of delegation for observers to the United Nations, and VIPs from national Governments accredited by the Protocol and Liaison Service;

(b) Mission vehicles with visiting senior officials of national Governments who have made arrangements with the Security Events Planning Unit of the Security and Safety Service;

(c) Motorcades escorted by host country law enforcement;

(d) Other special category vehicles authorized by the Security and Safety Service.

49. Depending on meeting schedules and traffic patterns during the high-level period, authorized vehicles (as described in para. 48 above) may periodically be

restricted from entering the Secretariat Circle from the garage to exit the premises through the 45th or 43rd Street gates.

XIII. Access to the United Nations garage

50. To park in the United Nations garage, passenger vehicles with valid authorization are required to adhere to specific instructions from 6 p.m. to 6 a.m. from Friday, 25 September to Saturday, 3 October, as follows:

(a) **Northbound on First Avenue.** Passenger vehicles travelling northbound on First Avenue to the United Nations garage will be required to utilize the extreme right lane of the underpass between 41st Street and 49th Street. Upon exiting the underpass, staff members will be required to make a U-turn on to First Avenue (counter-flow, which will be coordinated by the New York City Police Department) between 49th and 48th Streets and then make a left turn on to 48th Street for screening at the vehicular checkpoint. Thereafter, vehicles will be allowed to enter the United Nations garage once screened and cleared by security personnel;

(b) **Southbound on FDR Drive.** Passenger vehicles travelling southbound on FDR Drive, upon exiting 49th Street and FDR Drive, will proceed towards First Avenue. At First Avenue, vehicles will be required to make a left turn (counter-flow, which will be coordinated by the New York City Police Department) and follow the extreme left lane of First Avenue to 48th Street. Staff members will then be required to make the left turn on to 48th Street for screening at the vehicular checkpoint. Thereafter, vehicles will be allowed to enter the United Nations garage once screened and cleared by security personnel.

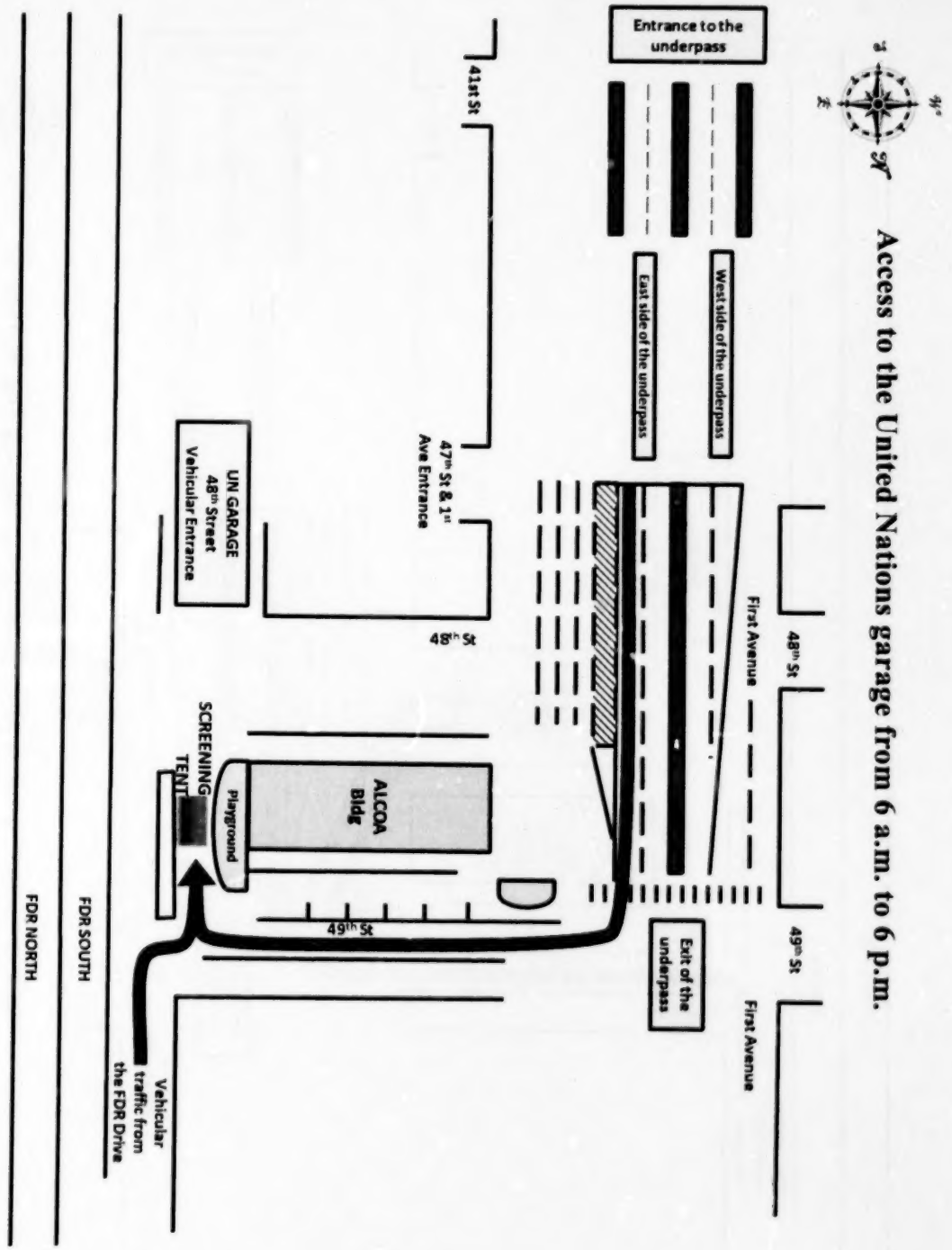
51. Passenger vehicles with valid authorization to park in the United Nations garage from 6 a.m. to 6 p.m. are instructed to proceed to the 49th Street and FDR Drive exit from Friday, 25 September, to Saturday, 3 October, as follows:

(a) **Northbound on First Avenue.** Vehicles travelling northbound on First Avenue to the United Nations garage will be required to utilize the east side of the First Avenue underpass (which begins at 41st Street). Upon exiting the underpass at 49th Street, vehicles will be instructed to turn right at the traffic light and proceed eastbound, travelling counter to the flow on 49th Street in the right-hand lane which will be set off by traffic cones. Thereafter, staff members must follow the traffic around to the vehicular checkpoint located on the inner roadway of the service drive (next to the playground) leading to the 48th Street garage entrance;

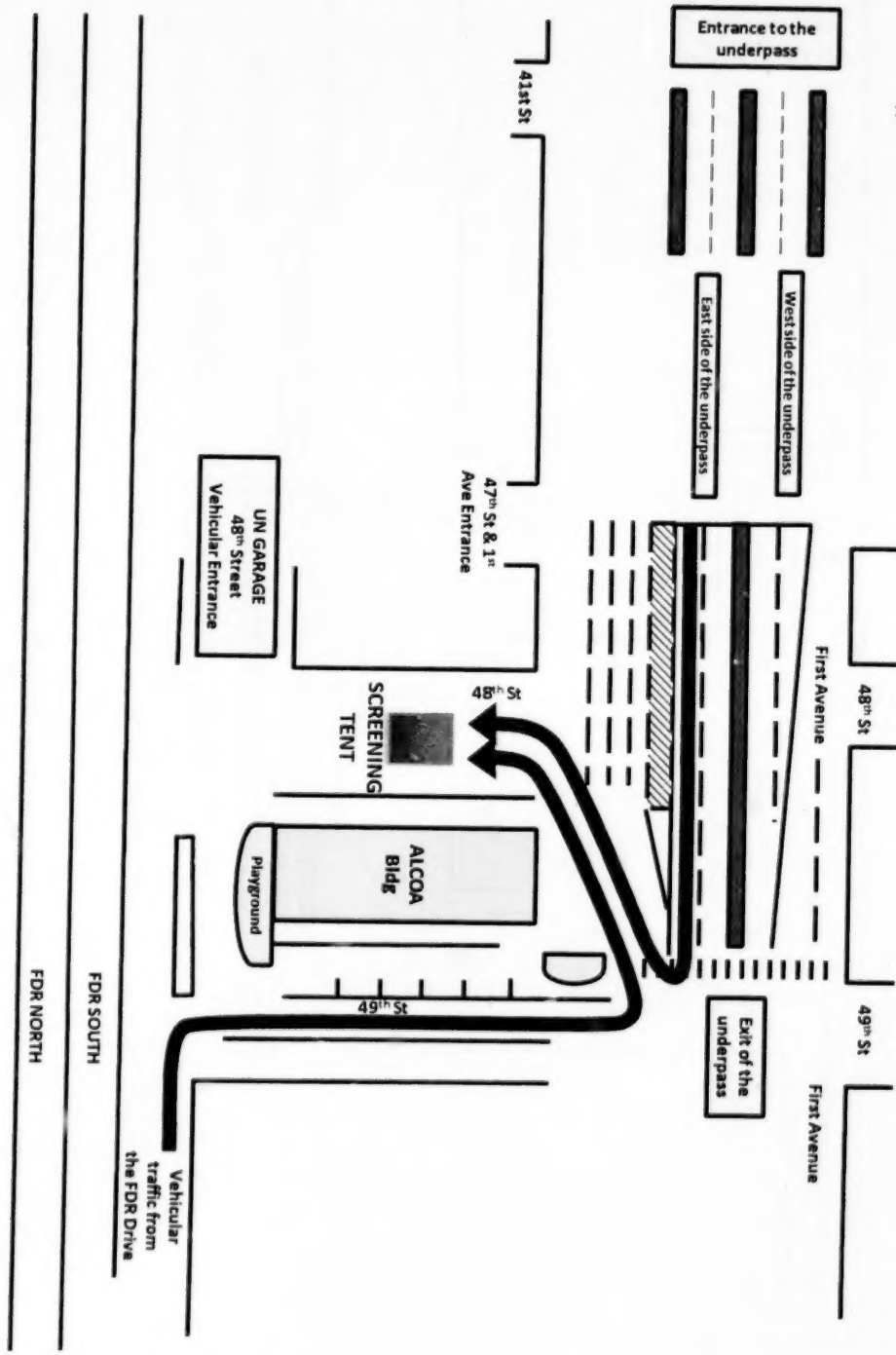
(b) **Southbound on FDR Drive.** Vehicles travelling southbound on FDR Drive, upon exiting at 49th Street, will make a left turn on the inner roadway of the service drive (next to the playground), which will permit them to proceed to the security checkpoint at the garage entrance;

(c) **Vehicles coming from the north (not on FDR Drive) or west side of Manhattan.** Vehicles travelling from the northern part of Manhattan, not on FDR Drive, or vehicles travelling from the west side of Manhattan, will need to access the underpass, which begins at 41st Street and First Avenue. To approach the underpass, vehicles travelling on Second Avenue will be required to turn on to any eastbound street leading to First Avenue (39th Street or any corresponding streets below). Upon exiting the underpass, staff members will be required to follow instructions as indicated in subparagraph (a) above.

Access to the United Nations garage from 6 a.m. to 6 p.m.



Access to the United Nations garage from 6 p.m. to 6 a.m.



XIV. Dining room, other catering facilities and commercial operations

52. The normal hours of operation for the Delegates Dining Room are 11.30 a.m. to 2.30 p.m. Reservations for private dinners or receptions will be accepted only from permanent and observer missions and from United Nations bodies. It should be noted that, during the period from Tuesday, 22 September, to Wednesday, 7 October, no guests will be allowed entry to the United Nations premises for any function without proper accreditation.

53. Staff members whose lunch hour is not determined by the schedule of meetings are urged to use the various catering facilities when they are least crowded, that is, before 12.15 p.m. and after 1.45 p.m.

XV. Access protocol for the visit of Pope Francis on 25 September

54. Properly credentialed participants, namely, staff members who bear a special event pass to the staff address by Pope Francis in the Secretariat lobby, will enter the premises at the 42nd Street entrance where they will access the lobby area through the Library Building tunnel. Screening will be conducted before entering the lobby.

55. Staff members who bear a special event pass to one of the viewing areas along Pope Francis' route between the Secretariat lobby and the General Assembly Hall are requested to access the premises through the 46th Street entrance, where they will be screened and further directed to the designated area.

56. All staff members who are participating in the event are required to be in their designated areas not later than 7.30 a.m. To facilitate access, both the 42nd and 46th Street entrances will open at 6 a.m.

57. Staff members who are not in possession of a special event pass and are conducting business as usual will be required to enter through the 42nd Street staff entrance and will be redirected through the Library Building tunnel to the escalator on the 1B level, and further access to the elevators on the second floor to gain access to their offices in the Secretariat and Conference Buildings.

XVI. Access protocol for the summit for the adoption of the post-2015 development agenda, 25-27 September

58. Properly credentialed participants, namely, staff members who bear the appropriate secondary badge for access to the meeting and who enter through the 46th Street entrance for screening, may access their meeting locations as follows:

(a) **General Assembly Hall:** through the elevators in the public lobby of the General Assembly Building, or the elevators in the Conference Building;

(b) **Conference Room 4 on level 1B of the General Assembly Building:** by the visitors' plaza stairs towards the East River, through the Rose Garden, entering the Conference Building for access to Conference Room 4 by the Vienna Café;

alternately, through the General Assembly lobby, downstairs through the level 1B commercial area, to access by the Vienna Café;

(c) **Trusteeship and Economic and Social Council chambers:** by the visitors' plaza stairs towards the East River, through the Rose Garden, entering the Conference Building and accessing the chambers on the third floor, using the elevators or escalators.

XVII. Access protocol for the Global Leaders' Meeting on Gender, Equality and Women's Empowerment: A Commitment to Action, 27 September

59. Properly credentialed participants of the UN-Women high-level meeting, which will be held in Conference Room 4, may access their meeting location by utilizing the 46th Street entrance, and then continuing by the visitors' plaza stairs towards the East River, through the Rose Garden, and entering the Conference Building for access to Conference Room 4 by the Vienna Café; alternately, through the General Assembly lobby, downstairs through the level 1B commercial area, to access by the Vienna Café.

XVIII. Access protocol for the commemoration of the International Day for the Total Elimination of Nuclear Weapons, 30 September

60. The commemoration will be held in Conference Room 1.

61. Properly credentialed participants may access their meeting location by utilizing the 46th Street entrance, and then continuing by the visitors' plaza stairs towards the East River, through the Rose Garden, and entering the Conference Building for access to Conference Room 1; alternately, through the General Assembly lobby, downstairs through the level 1B commercial area.

XIX. Access protocol for the general debate, 28 September to 6 October

62. Properly credentialed participants to the general debate will be required to utilize the 46th Street entrance, and then continue to the General Assembly lobby for access to the balconies through the lobby elevators.

63. Staff members that are credentialed to access the General Assembly Hall from the second floor will be required to utilize the same entrance for access through the Conference Building elevators; alternately, access through the Secretariat Building elevators or escalators.